

~~CONFIDENTIAL~~

4 March 1968

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MEMORANDUM FOR THE RECORD

SUBJECT : Handling of Sensitive Material

ATTENDEES:

[Redacted box for attendees]

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1. The undersigned explained that recent changes in publications to be produced in the Special Printing Plant, together with recent increases in the printing of code word and other sensitive and high priority materials from DD/I offices, have resulted in an increase in the amount of printing of such material that must be accomplished in the main plant. The purpose of the meeting was to review existing procedures for the handling of this material and to assure that we are complying therewith.

2. The following principle points were covered:

a. Procedures being followed by PSD for the handling of sensitive material are correct.

b. Sensitive material may be carried between the Headquarters Building and the Printing Services Building by any individual possessing the appropriate clearance, so long as his name is on the authorized emergency courier list. Mr. [Redacted] will obtain clearances for personnel in this category, currently planned to be six individuals from the main plant and three from the Special Printing Plant. Personnel are not required to be armed when transporting material between the Headquarters Building and the new Printing Services Building. The material should, however, be carried in a locked container such as a briefcase or a chart carrier case.

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c. Sensitive waste material from the main plant may be accompanied by any individual possessing clearances covering the material transported.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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d. Plates containing sensitive material should be transported to the printer accompanied by an armed guard and an individual from the plant possessing necessary clearances. [redacted] said that he would endeavor to obtain armed guards for this purpose when they are needed, provided he had at least two days' notice.

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[redacted]

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NOTE:

[redacted]

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1968, it was decided by OS that no armed guard would be provided for plate destruction. The following procedure is to be followed: Two men (at least one of which will have all the necessary security clearances) will take the plates to Bladensburg Metals. They will draw a "walkie-talkie" from Physical Security [redacted] and will maintain required radio contact with the Office of Physical Security until destruction of the plates is completed.

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[redacted]

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